

OTE 85-6929

22 MAR 1985

MEMORANDUM FOR: General Counsel

FROM:

[redacted]
Director of Training and Education

25X1

SUBJECT: Administration of Guidelines for Executive
Order 12333 Course

25X1

1. This memorandum confirms the agreements between [redacted] of the Office of General Counsel (OGC) and [redacted] of the Office of Training and Education (OTE) that OTE will turn over administrative responsibility for the Guidelines for the Executive Order 12333 Course to OGC effective immediately. OTE will continue publishing course dates in the Schedule of Courses and update employee training records. OGC will handle registration and develop the class roster. OGC already has taken responsibility for arranging classroom scheduling at [redacted] or other facilities. [redacted]

25X1

2. [redacted] had two concerns. The first was over absorbing any course costs. The only costs incurred to date have been for transportation [redacted] and these have been billed by students to their own offices. The second was the scheduling of space. The booking of space [redacted] is not controlled by OTE and is handled on a first-come, first-serve basis. This clarification satisfied [redacted]

25X1

25X1

25X1

25X1

25X1

C/PD/IT/OTE/ [redacted] (21Mar85)

25X1

Distribution:

- Orig - Addressee
- 1 - D/OTE Chrono
- 1 - OTE Registry
- 2 - PD/IT/OTE

25X1

CONFIDENTIAL